

# EVENT APPLICATION – 50 PEOPLE OR MORE



City of Yuma  
Department of Community Development  
Building Safety Division  
One City Plaza, Yuma, Arizona 85364-1436  
PHONE: (928) 373-5163 or (928) 373-5165  
EMAIL: [permits@yumaz.gov](mailto:permits@yumaz.gov)

**RECEIVED**

02/04/2021

Guillermo/Building Safety

## For Office Use Only

Permit # 64181

# of Approved Guests Max. 75 persons

You can also apply online for eligible permits at: <https://secure.yumaz.gov/CitizenAccess/CitizenAccessSite/Public/Main>

The submission of this application provides no guarantee the event will be approved.

APPROVED  
Alan Kircher, Deputy  
Building Official

### PLEASE BE ADVISED OF THE FOLLOWING INFORMATIONAL NOTICE:

**PUBLIC RECORDS:** This application and any document supplied as part of this application is considered a public record and may be disclosed pursuant to A.R.S. § 39-121 or displayed electronically by the City of Yuma.

**IF APPROVED:** Pursuant to State of Arizona Executive Order 2020-59, a copy of this application will be provided to Arizona Department of Health Services and will be posted to the City of Yuma's website. City Staff is also required to attend approved events to assure mitigation measures are followed.

Applicant Name:	Lauren Dineen	Mobile Phone:	937 681 4221
Address:	4106 W 17th Ln	Other Phone:	
City/State/Zip:	Yuma, AZ 85364	E-mail:	laurendineen@gmail.com
Venue Name:	Healthy Kids Running Series	Venue Address:	4498 W 20th St W 20th St, Yuma, AZ
Event Date(s):	4/11-5/9	Duration of Event: (hours or days)	Sundays (only) 3:00-3:45pm
		# of Anticipated Guests:	75 max. <del>50</del>

**THE FOLLOWING ITEMS MUST BE PROVIDED WITH THIS APPLICATION.** Please note that all mitigation measures must meet or exceed CDC, AZDHS and Yuma County Health Department health directives to prevent the spread of COVID-19 at events. Social distancing spacing is to be a minimum of 6 feet.

Your initials are required as acknowledgement

Initial Here

An exhibit (map) depicting the location of the event. Include size of event location (square footage) building square footage, and fire occupancy of building (if known)	LKD
Schematic showing the seating for the desired occupancy. Include table sizes and spacing of 6 feet minimum distance	LKD
Narrative Statement listing mitigation measures, including but not limited to the items below.	LKD
Ventilation measures if event is indoors	LKD
How Food and Beverage service (if applicable) will be provided	LKD
Face Coverings/Masks are required to be worn for the entirety of event	LKD
CDC Guidance Signage "Stop the Spread" will be posted at entrances and throughout the event facility.	LKD
Social/Physical distancing methods, such as barriers and guides; include number of entrances/exits	LKD
Hand Sanitizer and/or Hand Washing Stations will be made available throughout the event	LKD
Dedicated staff to enforce mitigation measures must be provided	LKD
Pre-screening of event attendees for COVID-19 symptoms (temperature checks) will be performed	LKD
Cleaning/Sanitizing measures prior to event and between events, if applicable, will be done	LKD

Signature of Owner/Agent: Lauren Dineen

Date: 1-29-2021

Printed Name of Owner/Agent: Lauren Dineen

Date: 1-29-2021

Contact person(s) to answer questions and provide assistance during the permit application process:

Randall Crist, Building Official; Phone: 928-373-5160; [Randall.Crist@YumaAZ.gov](mailto:Randall.Crist@YumaAZ.gov); Alan Kircher, Deputy Building Official; Phone: 928-373-5169; [Alan.Kircher@YumaAZ.gov](mailto:Alan.Kircher@YumaAZ.gov); John Montenegro, Building Inspection Field Supervisor; Phone: 928-373-5171; [John.Montenegro@YumaAZ.gov](mailto:John.Montenegro@YumaAZ.gov)

**Healthy Kids Running Series Spring 2021**  
**In-Person Race Day Guidelines for Participants/Spectators**  
**Published: December 11, 2020**

Healthy Kids Running Series' ("HKRS") first core value is Family First. We hold the health and wellness of our HKRS family, our coordinators, participants and spectators as our highest priority. We are excited to offer safe, in-person racing this upcoming spring!!

We have adopted the below safety measures and guidelines for in-person races.

NOTE: We are monitoring all state and local laws, as well as recommendations from the CDC. Race day rules and regulations are subject to change in accordance with your state and local mandates which supersede this document.

- Those experiencing COVID-19 symptoms are not permitted on-site. The CDC's list of symptoms is [here](#). Community Coordinators retain the right to ask anyone displaying symptoms to leave for the safety of all attendees.
- ~~We ask all attendees to wear a mask and observe social distancing (minimum of 6 ft.) wherever possible.~~ Runners are also requested to wear face masks until they begin racing. **Face Masks are required for all persons except runners while racing**
- Hand sanitizer will be made available at registration.
- We encourage pre-race registration online to eliminate on-site race registration.
- We will not provide snacks or water on race day. Please bring filled reusable water bottles and/or snacks as needed for your runners.
- Coordinators will break races into heats as needed to keep our Pre-K and quarter mile races into heats of 10 or fewer. The half mile racers will run in heats of 15 or fewer and the milers will be spaced and run in heats of 20 or fewer. Assigned heats and race start times will be communicated by Coordinators via email and spaced to minimize the number of attendees on-site at once.
- Pre-K heats will be awarded by heat (not division). Kindergarten and above will be scored by division using the times across multiple heats.
- We will extend starting lines where possible to allow for more spacing between runners.
- No high fiving, shaking hands or contact of any kind as runners cross the finish line. Just lots of smiles and cheering please! Jump for joy, throw those hands in the air, clap and cheer! Let your runner know how proud of them you are!
- We are encouraging runners to move away from the finish line area as soon as they finish and have their race bib removed.
- We ask spectators not to crowd the finish line area and to remain socially distanced. Please stand back and allow runners and race staff space to manage the finish line area.
- Stay connected with us by opting into the RunSignup text alert service while registering, allow our Coordinators to communicate with you directly.

Most importantly be safe, bring a smile, cheer our runners and encourage a #GetUpandGo attitude! We look forward to hosting you this spring!

Healthy Wishes,  
The HKRS Team

Healthy Kids Running Series Spring 2021  
Race Day Protocols  
COVID-19 HKRS Health and Safety Plan

### Check In and Packet Pick Up

- Signage will be provided on one (1) lawn sign (similar to a sponsor sign) to promote social distancing and mask wearing near registration on race day from the national office.
- Coordinators will be provided Parent Guidelines to be displayed at the registration table.
- As of today, with the health and safety of our participants, coordinators, families and communities at large our top priority, and in keeping with the guidelines as suggested by the CDC and the nation's top health officials, we are recommending that all Community Coordinators and volunteers wear their own masks.
- Have a volunteer that is assigned to ensure participants are following the HKRS guidelines if possible. **Required/as described on Parks Application Form**
- Runners are required to wear masks until stretching begins.
- RunSignup Check-In app will be activated, allowing HKRS the ability to track check-in of participants - the most up to date record of registrations.
  - Educate a dedicated registration volunteer to be familiar with the process of registering online via phone and can answer questions. Recommend training a five-week volunteer, someone who will be on-site each week.
  - Increase spacing for check in - tables/volunteers 6 feet apart.
  - If you feel that there could be lines for check-in, paint lines in the grass to help guide social distancing.
  - Communicate to families prior to race day encouraging online registration. Provide directions on how to register online via email and photos on the registration table on race day provided from the national office.
  - Hand sanitizer can be found at the registration table.
- Silo volunteers to individual tasks. I.E., one volunteer to check-in, one volunteer for bib, one volunteer for shirts, etc.

### Starting line Logistics

- Race divisions will arrive at race location with staggered times, runners are only to report for their assigned time. Recommended times are as follows:
  - If the scheduled start time was 4:00PM; stagger races in 20+ minute intervals: (Example)
    - 50-Yard Dash: 4:00PM
    - 75-Yard Dash: 4:20PM
    - ¼ Mile: 4:40PM
    - ½ Mile: 5:00PM
    - 1 Mile: 5:20PM



- Coordinator will assign and communicate race division times through RunSignup Email Marketing and post on the Series Facebook page.
- Runners will stretch/warm up socially distanced, with parent assistance, respecting 6 ft. distance between each runner 10 minutes prior to their starting time.
- Create a wider starting line to allow spacing between runners.

### Finish Line Chute Logistics

- No high fiving, shaking of hands or contact of any kind as runners cross the finish line.
- Encourage runners to move away from the finish line area as soon as they have run through and have their race bib torn.
- **(Week 5)** Place HKRS medals on a table distanced from the finish line for families to pick up their child's medal.

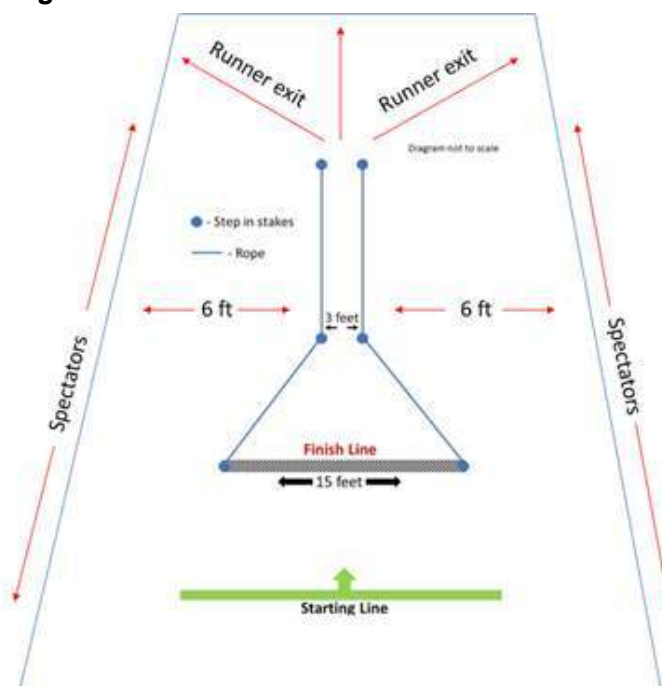
### Food/Water

- If snacks are provided they will be individually wrapped. Shared water jugs are not permitted.
- Families are encouraged to bring their own filled water bottles.

### Spectator Guidelines

- Maintain social distancing and wear masks.
- Participants, parents or any spectators with COVID-19 symptoms are not permitted on-site. HKRS retains the right to ask any spectators or participants to remove themselves at their discretion for the safety of other attendees.
- Spectators are not permitted to gather around the finish line chute inhibiting the runners to safely walk through.
- HKRS will remind spectators or rope/cone off the area around the finish line.

**See diagram below.**



APPROVED  
Alan Kircher, Deputy  
Building Official

# HKRS Course Map



Sunrise Optimist Park  
Yuma, AZ



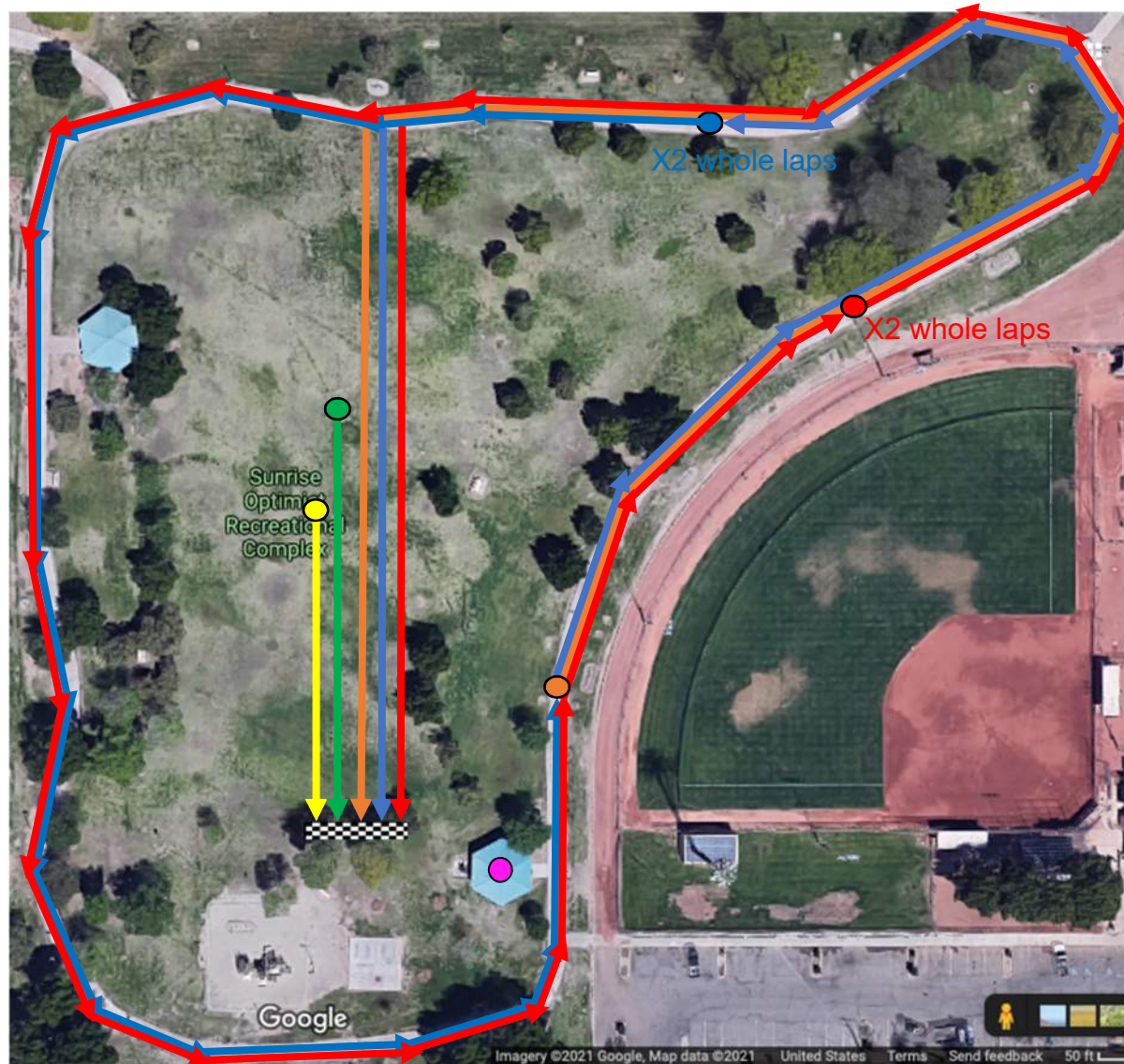
APPROVED  
Alan Kircher, Deputy  
Building Official

## HKRS – Yuma, AZ

Sunrise Optimist Park  
W. 20<sup>th</sup> Street  
Yuma, AZ 85364

### RACE KEY

-  Finish Line
-  50 yard Dash
-  75 yard Dash
-  ¼ Mile Start
-  ½ Mile Start
-  1 Mile Start
-  Check in



ADDITIONAL NOTES HERE





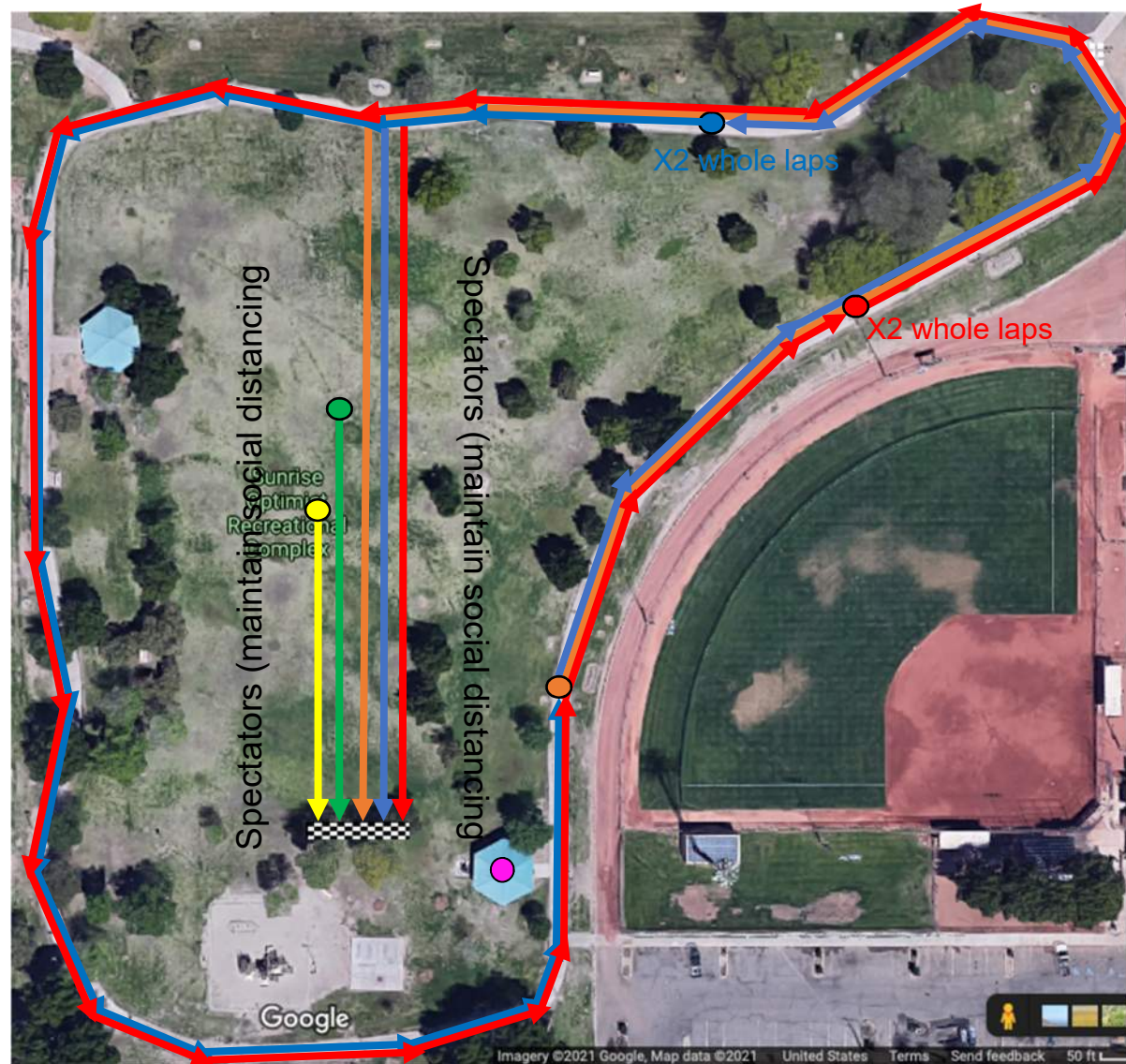
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Building Official

## HKRS – Yuma, AZ

Sunrise Optimist Park  
W. 20<sup>th</sup> Street  
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ADDITIONAL NOTES HERE



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Alan Kircher, Deputy  
Building Official

**PLEASE  
STAY  
6 FEET  
APART**



**WEAR A MASK  
WHEN NOT RUNNING**

Thank You for Keeping Races Safe





# Stop the spread of germs that can make you and others sick!

APPROVED  
Alan Kitcher, Deputy  
Building Official



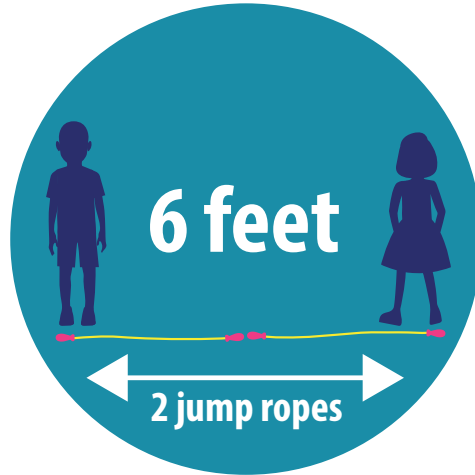
Wash your  
hands often



Wear a mask



Cover your coughs  
and sneezes



Keep **6 feet** of space  
between you and  
your friends



**CITY OF YUMA**  
**Parks and Recreation**

One City Plaza, Yuma, AZ 85364 • Phone: (928) 373-5200 (Main Office)  
Fax (877) 782-2584 • E-mail [parksandrec@yumaaz.gov](mailto:parksandrec@yumaaz.gov)

APPROVED  
Alan Kircher, Deputy  
Building Official

**Parks & Recreation Facility Reservation Form and Use Agreement**

Lessee/Organization: <u>HKRS</u>	Non-profit Organization? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Contact Person: <u>Lauren Dincen</u>	Email Address: <u>laurendincen@gmail.com</u>
Address: <u>41016 W 17th Ln</u>	City: <u>Yuma</u> State: <u>AZ</u> Zip: <u>85364</u>
Phone: <u>937 681 4221</u>	Cell: _____ Fax: _____
Requested Location of Event: <u>Sunrise Optimist Park</u>	
Type of Event: (please be descriptive): <u>HKRS is a 5-week youth running program for kids ages 2-17yo. HKRS offers age appropriate running distances while promoting a healthy and active lifestyle for kids in our community.</u>	
All attendees will be required to wear face masks at all times with the exception of runners during their specified race. Additionally, social distancing (min. of 6 ft) will be required. Coordinators and volunteers will be enforcing mitigation measures during the event. There are 2 coordinators and will be at least 1-2 volunteers.	
Event Date: <u>Sunday x5</u> <sup>start: 4/11/21</sup> <sub>end: 5/9/21</sub> From: <u>3:00</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM To: <u>3:45</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	
Set-up Time From: <u>2:45</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM To: <u>3:00</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	Expected Number of Persons Attending: <u>75 max.</u>

Will food and or alcoholic drinks be served (free)? Food ☐ Yes ☒ No Alcoholic Drinks ☐ Yes ☒ No  
If yes, how many booths? Food ☐ Alcoholic ☐

\*Please note additional fees may apply for events 100+ attendees.

Will food and or alcoholic drinks be sold? \* Food ☐ Yes ☒ No Alcoholic Drinks ☐ Yes ☒ No  
If yes, how many booths? Food ☐ Alcoholic ☐

\*Special Event Liquor License must be obtained from City Clerk's Office at least 60 days prior to the event if alcohol is sold.

Will there be any jumpers or waterslides? ☐ Yes ☒ No

Will there be any exhibitors that will sell products? ☐ Yes ☒ No If yes, how many?   
\*All vendors are required to have COY Business License and TPT number.

Will an event entry fee be charged to participants? ☒ Yes ☐ No

Does event require the facility requesting to be closed to the general public? ☐ Yes ☒ No

**Additional Information/Special Requests:**

Please see the attached Race Day Guidelines and example signage.

**Liability Insurance:** The City requires insurance. If you or your organization does not already have the required insurance coverage it may be purchased through the City (See Rental Guidelines, "Insurance").  
**The Lessee understands that if alcoholic beverages are to be consumed on the premises an alcohol permit or a special event liquor license is required. Glass bottles or containers are not allowed in parks and facilities. Only beer and malt liquor may be served.**

The Concession Stands/Buildings located at our facilities are not available to be used or rented.

By the signature below, the Lessee acknowledges that he/she has read, understands, and agrees to abide by the Parks and Recreation Rental Guidelines attached hereto.

Lessee Signature x Lauren Dincen Date: 2-28-21

**FOR DEPARTMENT USE ONLY**

Approval by City Staff: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_  
Reason: \_\_\_\_\_

**Make check payable to: City of Yuma**

Send payments to:  
City of Yuma  
Parks & Recreation Department  
One City Plaza  
Yuma, Arizona 85364

Ramada Rental: Yes <input type="checkbox"/> No <input type="checkbox"/>	Clean up Fee: Yes <input type="checkbox"/> No <input type="checkbox"/>
Concession Fee: Yes <input type="checkbox"/> No <input type="checkbox"/>	Lining of Fields: Yes <input type="checkbox"/> No <input type="checkbox"/>
Area Rental Fee: Yes <input type="checkbox"/> No <input type="checkbox"/>	Roll-Off (Major Events): Yes <input type="checkbox"/> No <input type="checkbox"/>
Site Supervisor: Yes <input type="checkbox"/> No <input type="checkbox"/>	Park Rental: Half <input type="checkbox"/> Whole <input type="checkbox"/>
Alcohol Permit: Yes <input type="checkbox"/> No <input type="checkbox"/>	Deposit: Yes <input type="checkbox"/> No <input type="checkbox"/>
Equipment Rental: Yes <input type="checkbox"/> No <input type="checkbox"/>	\$ _____
Special Event App: Yes <input type="checkbox"/> No <input type="checkbox"/>	**Liability Insurance Required: _____

Active: \_\_\_\_\_ Outlook: \_\_\_\_\_